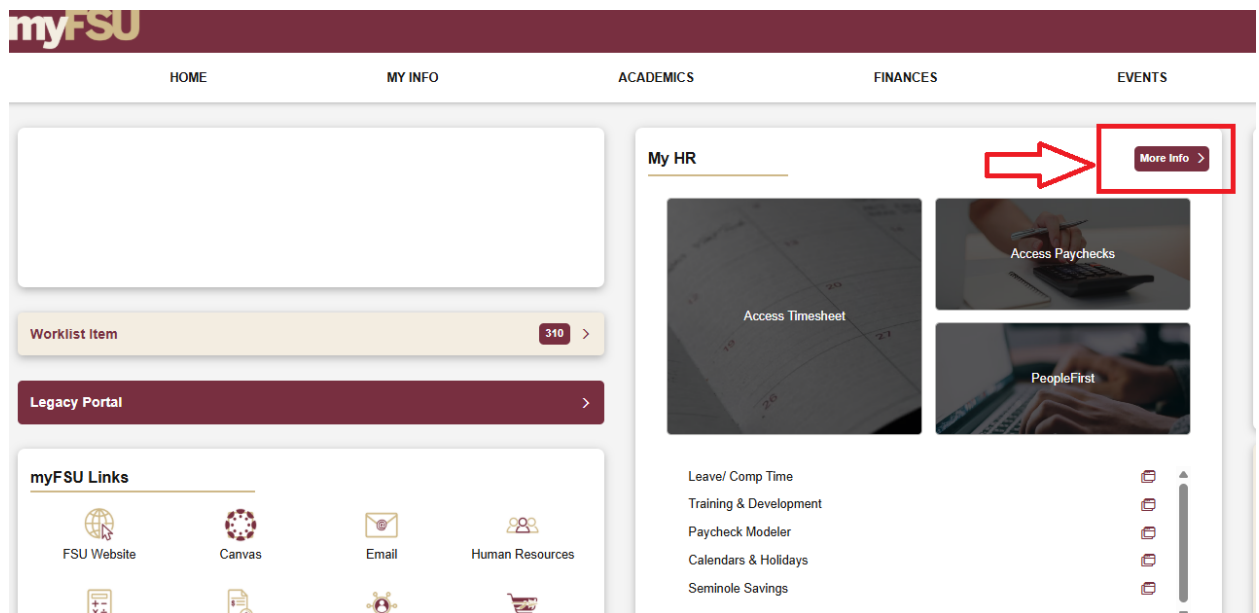


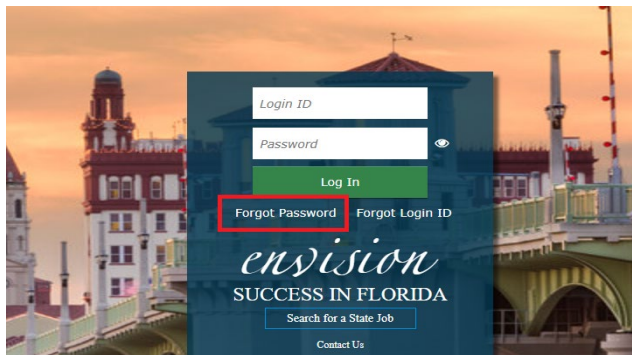
Insurance Enrollments & Updates

Learn how to make State of Florida Insurance elections or updates in the People First system. Insurance elections must be made within 60 days of hire (or eligibility) or during the fall open enrollment. [Qualifying Status Changes](#) (QSC) may require documentation or for you to contact the People First Service Center at 1-866-663-4735.

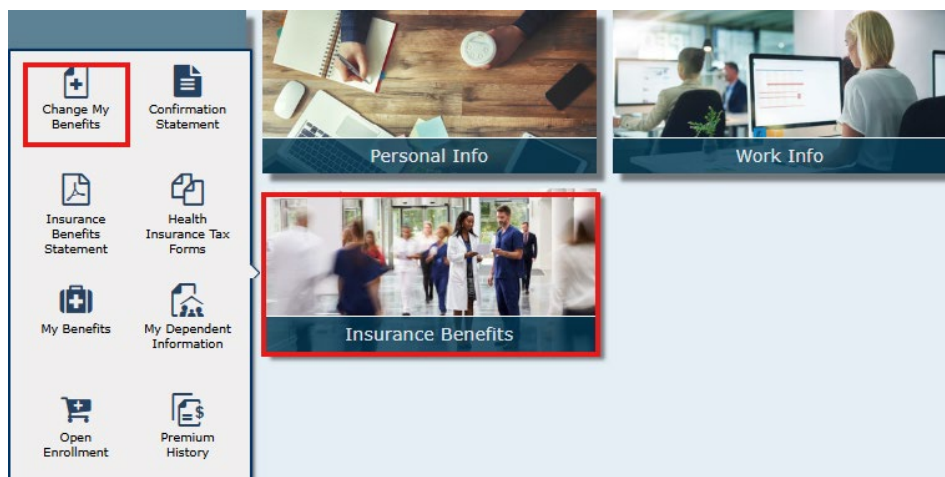
1. Locate your People First User ID on your [myFSU Portal](#) page. Select **More Info**. The People First User will be listed in the tan bar.



2. Log into the DMS People First website <https://peoplefirst.myflorida.com/peoplefirst>. Your Login ID will be the People First User ID. If you have not previously logged into the People First website, you will need to set up a password. You may attempt to use the default password **Pfmmddy** (with 2 digits for your birth month, 2 digits for your birthday, and 2 digits for your birth year). If the default password does not work, click the 'forgot password' link.



3. From your People First home page, select **Insurance Benefits**. Then **Change My Benefits**.



4. This will take you to where you will make your selections. You must review each of the pages below to complete your changes.



5. **Select Event:** Here, you will select why you are making changes. If you are a new employee or trying to make changes during Open Enrollment, the events will already be listed with their deadlines. If you have a qualifying status change, you will need to select a reason from the drop-down menu. You may need to provide additional information to confirm that you have experienced a QSC. Once selected, click 'Save & Continue'.

Event

New Hire - FTE

Open Enrollment

6. **Dependent Verification:** This screen will allow you to add, remove, or modify your dependents. If you need to add any dependents, you will need to upload additional information to prove they can be covered under your insurance. Please click [this link](#) to view the requirements, or you can contact People First directly. Once done, click 'Save & Continue'.

Add the dependent information:

*Relationship

*First Name

Middle Initial

*Last Name

*Date Of Birth

Social Security Number

*Gender

7. **Choose Plans:** This is where you will make the changes to your insurance plans. To view all available plans, please scroll down. If you are on the insurance plan of someone who is also employed at a state agency, you will need to call People First to enroll in a plan. The same

will be required if your dependent is enrolled in another state plan. When your plans have been selected, click 'Save & Continue'.

8. **Dependent Summary & Plan Summary:** The next two screens will give you a summary of your dependents and the insurance plans you will have after this enrollment. The Dependent Summary will also show you which insurance plans they are covered under. If everything is correct, click 'Save & Continue' on each page. If incorrect, please go back and correct them before continuing.
9. **Complete Enrollment:** Here, you will finalize your selections. To do this, you will enter your People First password.

Open Enrollment

Enter password and press Complete Enrollment:

By entering my password and selecting Complete Enrollment, I am acknowledging that I have read and agree to the [Employee Salary Reduction Terms and Conditions](#) for participating in the State of Florida Group Insurance Program, and that I am agreeing to payroll deductions for these plans. I also acknowledge that I may request a paper copy of this notice at no charge.

By entering my password and selecting Complete Enrollment, I am also acknowledging that I have received notice of the [State of Florida Employees' Group Health Insurance Privacy Notice](#) and that I may request a paper copy of this notice at no charge.

Password

10. **Confirmation Statement:** The final screen will allow you to save a copy of your 'Confirmation Statement'. You should also receive a copy in the mail or via email. Please review this document to ensure the information is correct. If it is not, call People First to update it. Once done, please click 'Finish'.

Congratulations! You have successfully enrolled or updated your State of Florida benefits.